



COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 10/04/2019 Current Slot No.: 0053 / 0035 / 0023 fy
 Department Name: District Attorney Office Current Position Title: Criminal Investigator I
 Department No.: 080-002 / 080-006 / 080-007 Requested Position Title: Criminal Investigator II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other classification correction

| | | | |
|--------------------------------|--|---|------------------------------|
| SALARY REQUEST: | <u>\$ 58,350.00</u> Current Budgeted Amount | <u>\$ 58,350.00</u> Proposed Budgeted Amount | <u>\$ 0.00</u> Net Change |
| SALARY REQUEST: | <u> </u> Current Budgeted Amount | <u> </u> Proposed Budgeted Amount | <u>\$ 0.00</u> Net Change |
| TOTAL BUDGETARY IMPACT: | <u>\$ 0.00</u> | | |

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
 Full Time Temporary Object Code 121 Part Time Temporary Object Code 122

CIVIL SERVICE: Exempt Non-Exempt **FLSA:** Exempt Non-Exempt

*** TEMPORARY POSITIONS:**

| | | | | |
|---|----------|---------------|----------------|--------------|
| Start Date | End Date | Work Schedule | Hours per Week | No. of Weeks |
| Annual Salary | | Hourly Rate | | |
| Step 1 Salary / 2,080 Hours Per Year = Hourly Rate | | | | |
| No. of Weeks x Hours per Week = Total Hours x Hourly Rate = Budgeted Salary | | | | |

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: *(Explain why position or adjustment request is essential)*

Request in position classification is necessary to align with the pay grade of all other Criminal Investigators in the Criminal District Attorney's Office. Classification error when CC Plan was adopted in April 2018.

Department Head [Signature]
 Department of Human Resources [Signature]
 Department of Budget & Management [Signature]

Date 10/4/19
 Date 10/04/19
 Date 10/04/19





COUNTY OF HIDALGO

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: Complete multiple personnel action form if department is requesting more than (3) personnel actions.

Date: 10/04/2019 Current Slot No.: 0 087 / 0021 to
 Department Name: District Attorney Office Current Position Title: Criminal Investigator I
 Department No.: 080-002 / 080-06 Requested Position Title: Criminal Investigator II

REQUEST FOR: New Position Temporary Position* Position Reclassification Other Classification correction

| | | | |
|--------------------------------|-------------------------|--------------------------|----------------|
| SALARY REQUEST: | <u>\$ 58,350.00</u> | <u>\$ 58,350.00</u> | <u>\$ 0.00</u> |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| SALARY REQUEST: | | | <u>\$ 0.00</u> |
| | Current Budgeted Amount | Proposed Budgeted Amount | Net Change |
| TOTAL BUDGETARY IMPACT: | <u>\$ 0.00</u> | | |

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Salary Adjustment Other _____

POSITION TYPE: Full Time Regular Object Code 113 Part Time Regular Object Code 114
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|---|----------|---------------|----------------|--------------|
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[Signature]
 Department Head
[Signature]
 Department of Human Resources
[Signature]
 Department of Budget & Management

10/4/19
 Date
10/04/19
 Date
10/04/19
 Date

